



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 5

77 WEST JACKSON BOULEVARD

CHICAGO, IL 60604-3590

REPLY TO THE ATTENTION OF

HSRL-6J

October 18, 1994

EPA Region 5 Records Ctr.



207043

Ms. Elsie Millano
ERM-North Central, Inc.
540 Lake Cook Road, Suite 300
Deerfield, Illinois 60015

**Re: Monthly Progress Reports
Lenz Oil Site
Lemont, Illinois**

Dear Ms. Millano:

The monthly progress reports submitted for work at the Lenz Oil site are rather confusing, and in this letter I would like to clarify the requirements for submittal of the reports, as outlined in and agreed to by the Lenz Oil Respondents in the 1989 RI/FS Administrative Order by Consent ("RI/FS Consent Order"). Although this letter provides a summary of the requirements for reporting site progress, for a more complete description of the requirements, please refer to: 1) the RI/FS Statement of Work, RI/FS Consent Order Attachment II, page 12; and 2) the Final RI/FS Work Plan, November 12, 1990, page 5-41.

As is stated in the two documents referred to above, monthly progress reports are to be submitted by the 10th of the month and shall contain a summary of work accomplished during the preceding month, as well as a description of work planned for the next month. To clarify the language used, the "preceding month" is the month before the month in which the report is submitted, and the "next month" is the same month as that in which the report is submitted. For example, the submittal date for the October 1994 progress report, which would contain a summary of work accomplished in October 1994 and work planned for November 1994, is November 10, 1994. Note that Section IX.E of the RI/FS Consent Order provides that progress reports shall be submitted in accordance with the "schedule in the RI/FS Work Plan", and that the example given for submittal date requirements is an example only.

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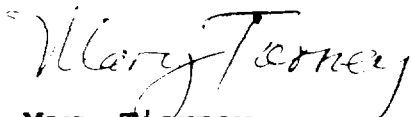
When the 10th of the month falls on a weekend or holiday, the report shall be due the first business day after the 10th. Additionally, any titles or other identifying statements on a report should reflect and be consistent with the month for which work is summarized in the report. For example, the report submitted on November 10, 1994 which summarizes work done in October should be identified as the "October 1994" report. As an example of how progress reports are prepared currently, the progress report which documents work done in July 1994 has a cover sheet with "September 1994" on it, and a cover letter referring to the report as an "October 1994" progress report. This is both misleading and out of compliance with the terms of the RI/FS Consent Order.

As of the date of this letter, I have received monthly progress reports through July 1994. Based on the reporting procedures described above, the October 1994 report is due on November 10, 1994, and the August 1994 and September 1994 reports are currently overdue. Because the procedure for submittal of monthly progress reports seems to have been unclear up to now, the Agencies (U.S. EPA and IEPA) do not intend to assess stipulated penalties for the lack of timely submittal of past progress reports. In the future, however, it is important that progress reports be submitted according to the schedule in the approved RI/FS Work Plan.

Please let me know if you do not think it would be possible to submit the two outstanding reports along with the October 1994 report on November 10, 1994, so that we can arrange an alternate submittal date(s). And, as one last request, in the interest of saving paper please eliminate the cover sheet and table of contents from the monthly reports.

If you have any questions or if portions of the requirements are still unclear, please give me a call at (312) 886-4785.

Sincerely,



Mary Tierney
Remedial Project Manager

cc: Jerry Willman, IEPA
Eugene Bernstein, Sidley & Austin
Stuart Herish, U.S. EPA